

**BOARD OF REAL ESTATE APPRAISERS  
BOARD MEETING MINUTES – February 3, 2004**

**MEMBERS PRESENT**

James Murphy  
Bruce Bell  
Walter Bowditch  
Joseph Herlihy  
Kenneth Charest

**MEMBERS ABSENT**

Theodore Webersinn  
David Adams

**OTHERS PRESENT**

Carol Leighton, Administrator  
Dennis Smith, A.A.G.  
Kim Baker-Stetson, Licensing Clerk

**Location:** Central Conference Room

**Start:** 9:07 a.m.      **Adjourn:** 11:30 a.m.

**CALL TO ORDER**

The meeting was called to order at 9:07 a.m.

**AGENDA MODIFICATIONS**

Add REA 126 under Complaint Officer's Report

**OLD BUSINESS**

**Action on Minutes of January 6, 2004 Meeting**

A motion was made by Mr. Bowditch and seconded by Mr. Bell to approve the minutes of the January 6, 2004 meeting as written. Unanimous.

**Action on Tabled Applications/Items**

See "Review and Action on Applications and Education".

**NEW BUSINESS**

**Administrator's Report**

An RFP has been submitted for a new board investigator. The advertisement will be run in local newspapers in February and the board will likely review submissions at the May meeting.

Renewal revenue appears to be down as of December 31, 2003.

After discussion of the board's application review process the members requested that certified residential and certified general applicants submit a separated list of appraisals that meet the complex/commercial appraisal requirements with their applications to help expedite the review process.

## **Complaint Officer's Report**

There are thirteen complaints in progress. Several of these will be presented at next month's meeting.

## **REA 126**

AAG Dennis Smith reported that the licensee is still not in compliance with the board's decision and order in regard to completion of a basic forty hour course. Mr. Smith has sent a letter to the licensee and the licensee responded that no courses were available. Licensee has taken a thirty hour course and requested that he be allowed to take a fifteen hour qualifying education course to fulfill his obligation.

A motion was made by Mr. Bowditch and seconded by Mr. Charest to deny the request and to include a copy of the board's current qualifying education list and information downloaded from the internet regarding available courses. Cathy Neumann is to send out the letter. Unanimous.

## **Review and Action on Applications and Education**

### **New Applications**

Board requested that all applicants for certified residential or certified general be requested to submit a list of relevant appraisals. Specifically, certified residential applicants should submit a list of major/complex residential appraisals as described in Chapter 200, Section 4B2 and 32 MRSA32 § 14002 (7).

A motion was made by Mr. Bowditch and seconded by Mr. Charest to table the new certified applications listed below and request appraisal logs as described above. Unanimous.

NAME	APPLYING TO	ACTION
JENNIFER MOTT	UPGRADE FROM LIC APPR TO SIT FOR CERTIFIED RESIDENTIAL EXAM  MIN 120 QE BAL MET? = 120 QE HOURS ON FILE MIN 24 MONTHS EXP MET? = FIRST LICENSED 03/02/2001 MIN 2500 EXP HRS MET? = 2500+ MET ADEQUATE # OF MAJOR/COMPLEX APPR? = ?? SEE BOARD RULES CHAPTER 200 SECTION A (B) AND 32 MRSA 14002	PENDING BOARD REVIEW OF EXPERIENCE
JULIE GALVIN	TRAINEE UPGRADE TO SIT FOR CERTIFIED RESIDENTIAL EXAM  MIN 120 QE BAL MET? = 120 QE HOURS ON FILE MIN 24 MONTHS EXP MET? = FIRST LICENSED 03/14/2001 MIN 2500 EXP HRS MET? = 2500+ MET ADEQUATE # OF MAJOR/COMPLEX APR? = ?? SEE BOARD RULES CHAPTER 200 SECTIN A (B) AND 32 MRSA 14002	PENDING BOARD REVIEW OF EXPERIENCE AND PENDING VERIFICATION OF "FIRST FIFTY" APPRAISALS

CATHERINE ARNOLD	TRAINEE UPGRADE TO SIT FOR CERTIFIED RESIDENTIAL EXAM  MIN 120 QE BAL MET? = 120 QE HOURS ON FILE MIN 24 MONTHS EXP MET? = FIRST LICENSED 09/10/2001 MIN 2500 EXP HRS MET? = 4100+ MET ADEQUATE # OF MAJOR/COMPLEX APR? = ?? SEE BOARD RULES CHAPTER 200 SECTIN A (B) AND 32 MRSA 14002	PENDING BOARD REVIEW OF EXPERIENCE AND PENDING VERIFICATION OF "FIRST FIFTY" APPRAISALS
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### **Review and Action on Applications and Education continued....**

BLAIR BROWN	TRAINEE UPGRADE TO SIT FOR LICENSED RESIDENTIAL EXAM MIN 90 QE BAL MET? = 105 QE HOURS ON FILE FIRST LICENSED = 05/20/2002 MIN 2000 EXP HRS MET? = 2000 ON FILE	A motion was made by Mr. Bowditch and seconded by Mr. Bell to deny the application pursuant 32 MRSA §14032 (2A) and Chapter 200 Section 3. Unanimous
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### **Tabled Applications**

PATTY LUCAS	UPGRADE FROM LIC APPR TO SIT FOR CERTIFIED RESIDENTIAL EXAM	A motion was made by Mr. Bowditch and seconded by Mr. Charest to deny the application pursuant Chapter 200 Section 4B2 and 32 MRSA §14023 (5). Unanimous.
RON PAYEUR	TRAINEE UPGRADE TO SIT FOR CERTIFIED RESIDENTIAL EXAM	A motion was made by Mr. Charest and seconded by Mr. Bowditch to request a copy of the applicant's working file on a particular appraisal for review at the board's next meeting. Unanimous.
MICHAEL GARRITY	UPGRADE FROM TRAINEE TO SIT FOR CERTIFIED RESIDENTIAL EXAM	A motion was made by Mr. Bowditch and seconded by Mr. Charest to table the application pursuant Chapter 200 Section 4B2 and request copies of full report to include all exhibits. Unanimous.

### **Correspondence**

Letter from George E. Koutalakis:

The letter from George Koutalakis was discussed and Carol will draft a response.

### **OTHER BUSINESS**

Mr. Bowditch will not be in attendance for the March meeting.

Next Meeting Scheduled for March 2, 2004

### **ADJOURN**

Being no further board business the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Kim Baker-Stetson  
Board Clerk